



## **5000 TRAINING POLICIES**

### **5010 GENERAL** (Revised November 6, 2009)

To be sworn as a police officer, a member must successfully complete the AZPOST Basic Peace Officer Certification course or otherwise meet AZPOST standards for certification. Training shall be completed before the member acts in the capacity of a peace officer. All members are encouraged to participate in training by providing their input and participating as instructors and counselors at the training center.

#### **5011 Responsibilities**

The primary responsibilities of the Training Division are to provide:

- A basic peace officer certification course meeting all Arizona Peace Officer Standards and Training (AZPOST) Board requirements, to law enforcement recruits attending the Southern Arizona Law Enforcement Training Center (SALETC).
- Advanced basic training of Tucson Police Department recruits.
- Advanced and in-service training of sworn members, which meets or exceeds the annual training requirements established by AZPOST or determined by the Department to be necessary or important to its mission.
- Field training programs to new officers (FTO) and recently promoted detectives (FTD) and sergeants (FTS). These programs will be developed, maintained, improved and audited by the training center.
- Documentation of all members' training completed by or coordinated through the training center.
- Maintain records of training classes to include lesson plans, rosters and any performance tests conducted.

#### **5012 Secondary Responsibilities**

Secondary responsibilities of the Training Division include:

- Providing certification and re-certification for the Spanish Language Program.
- Providing Specialty Officer, Reserve Officer, Community Service Officer, and volunteer basic training courses.
- Providing and facilitating training opportunities for the community such as the Citizens Police Academy, Teen Academy and the START Program.
- Providing certification and re-certification for Taser and Pepperball operators.
- Enhancing the knowledge and proficiency of members through continuous daily training in critical areas.
- Identifying, advertising, coordinating, facilitating and providing training opportunities that are a benefit to Department members.
- Collaborating with colleges and universities to develop and provide supervisory and leadership training courses.



**5013 Training Facility**

The City of Tucson Public Safety Academy is located at 10001 S. Wilmot Road and is a joint operation of the Tucson Police Department and the Tucson Fire Department. In addition to conducting all proficiency and in-service training from this site, the Police Department is also host to a regional basic training academy called the Southern Arizona Law Enforcement Training Center (SALETC). This Center provides law enforcement recruits from around the state with the basic training necessary to become certified as a peace officer.

**5020 ARIZONA PEACE OFFICERS STANDARDS AND TRAINING (AZPOST)**

**5021 General**

The Arizona Peace Officers Standards and Training (AZPOST) Board is the administrative body responsible for establishing the minimum qualifications for recruitment, appointment and retention of all peace officers in Arizona. AZPOST prescribes minimum standards for law enforcement training and training facilities, and makes inquiries to determine whether agencies are adhering to established standards. In so doing, it seeks to enhance the professionalism and competency of law enforcement within the state.

A complete copy of the AZPOST Rules and Procedures manual is maintained at the Public Safety Academy and is available to any member for their review.

**5022 Certification**

Upon successful completion of the AZPOST certification requirement, sworn members are responsible for maintaining their certification by meeting all AZPOST firearm, continuing training and proficiency training standards throughout their career. AZPOST may review members' records at any time and has the authority to revoke certification for cause. It is the responsibility of the individual to understand and maintain the standards of training and performance required for continued certification (see GO 5120).

**5023 Suspension of AZPOST Peace Officer Certification**

Suspension of peace officer certification for more than 12 months shall result in the immediate discharge of a sworn member. Sworn members who have their peace officer certification suspended may, at the discretion of the Chief of Police, be allowed to use leave until they are again fully certified. In the event that the member has insufficient leave to cover the period in question, they may be placed on leave without pay status until the member is again fully certified. In no event shall the total leave time exceed 12 months. Refer to GO 4016.12 for additional information on leave without pay status.

**5024 Notifications to AZPOST**

The Human Resources Division shall be responsible for all official notifications to AZPOST regarding peace officer certification status and issues for sworn members. This includes notifying AZPOST of new sworn employees, any separation or status changes, reportable infractions of AZPOST standards, and related administrative matters required by state rules.